



REQUIRED DOCUMENTS TO OBTAIN A PORT OF MIAMI IDENTIFICATION CARD

In order to facilitate the identification card issuance process, please ensure that you have the necessary documents required for the type of identification card being applied for.

New Applicants:

New applicants requesting a Port identification card must present the documents listed below in order to be processed for an identification card.

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - Employee's full name
 - Date of birth
 - Driver's License Number
 - Employee's title
2. Original Driver License
3. Original Social Security Card
4. Proof of Legal Status and Employment Eligibility in the United States

List of acceptable documents are as follows:

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
- Certificate of Naturalization (USCIS Form N-550 or N-570)
- Unexpired foreign passport with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
- Unexpired Temporary Resident Card (USCIS Form I-688)
- Unexpired Employment Authorization Card (USCIS Form I-688A)
- Unexpired Reentry Permit (USCIS Form I-327)
- Unexpired Refugee Travel Document (USIS Form I-571)
- Unexpired Employment Authorization Document Issued By USCIS that contains a photograph (USCIS Form I-688B)
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
 - Native American tribal document
 - U.S. Citizen ID Card (USCIS Form I-197)
 - ID Card for use of Resident Citizen in the United States
5. \$60.00 cash, cashier's check, money order or company check (exact amount only)

Identification Card Renewal:

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Driver's License Number
 - d. Employee's title
2. Original Driver License
3. \$ 40.00 cash, cashier's check, money order or company check (exact amount only)

Note: The identification card must be renewed before or on the day it expires. Applicants with an expired identification card will be subject to a FCIC/NCIC fingerprint-based criminal history background check and will be charged the \$60.00 fee.

In addition, the Seaport Security Division's ID Section is also auditing each employee's file upon renewal of the Port identification card to ensure compliance with Chapter 28A, Section 5.3.(5). This section of Chapter 28A requires that a copy of the employee's original social security card and driver's license is kept on file. If the audit shows that copies of these documents are not on file the applicant will be required to present them when renewing the ID card. Applicants may call the ID Section at (305) 347-4955 to verify if copies of these documents are on file.

Lost or Stolen Card:

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth

- c. Driver's License Number
- d. Employee's title
- 2. Police Report (The ID Section will re-issue a Port identification card with a case number pending a copy of the police report. Within two weeks (10 working days), the employee must provide a copy of the police report to the ID office. Failure to do so may result in the deactivation of the identification card).
- 3. Original Driver License
- 4. \$15.00 cash, cashier's check, money order or company check (exact amount only).

Note: A lost or stolen identification card must be immediately reported to the ID Section. This will prevent someone else from gaining access to restricted areas of the Port using your identification card.

Change of Company:

- 1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Employee's title
- 2. Original Driver License
- 3. Original Social Security Card
- 4. \$15.00 cash, cashier's check, money order or company check (exact amount only)

One-Day Pass Request:

This pass can only be issued five (5) times within a ninety (90) days period.

- 1. An original letter from the employer written on company stationary stating the reason for requesting the "One-Day Pass" and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Driver's License Number
 - d. Employee's title
- 2. Non-U.S. citizen applicants or non-permanent residents of the U.S. must provide a passport along with Form I-94 or the visa waiver.
- 3. Original Driver License

Note: If you have applied for a permanent Port identification card, a “One Day Pass” may not be issued. You must wait until the fingerprint results are back from FDLE and adjudicated before the permanent identification card can be issued.

Should you have any questions or require clarification, please do not hesitate to contact the Port’s ID Section at (305)437-4955.